

Report for Week Ending 16 April 1958
from

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1. Contributions (Intangible)

- 25X1A6a a. Evaluated Employee Suggestion 58-115 and recommended that the handbook for clerical and secretarial personnel (developed for [REDACTED] be used as a guide [REDACTED] Also recommended 25X1A6a an alternate format in the form of a card index for [REDACTED] 25X1A6a
- 25X1A6a [REDACTED] 25X1A9a
- b. Developed several visual aids with Mr. [REDACTED] for his forthcoming lecture at the Basic Management Course.
- c. Evaluated a newly designed six-in-one, self inking stamp set and recommended informally to Supply Division that it not be made a stock item.

25X1A9a

2. Projects - Active

- a. Promotion of Thermofax Label Paper - Prepared memo to Supply Division recommending that the paper be stocked in view of its increased usage. Mrs. [REDACTED] in the office of the DD/I, is the latest enthusiastic user.

3. Projects - Inactive

- a. Employee Suggestion 58-400, Revision of Security Check Sheet, Form 108.
- b. Graphics Register Film Index - Awaiting decision of GR to secure file room.

4. News

- 25X1A9a a. Attended the 16th meeting of the U.S. Government Correspondence Manual Committee.
- b. Briefed JOT [REDACTED] on subject numeric filing and other aspects of records management.
- c. Discussed use of the pamphlet "So You Have A Space Problem" for program promotion purposes with ARO's for Logistics, Security, and the Comptroller.

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